



CATHOLIC, COLLEGE PREPARATORY
SCHOOL FOR YOUNG WOMEN

MERCY HIGH SCHOOL

Farmington Hills, MI

INVITES APPLICANTS FOR THE POSITION OF

Media Support Specialist & Building Substitute

Join our highly committed team of Mercy educators who have a passion for Catholic education and a willingness to inspire our students to become “Women Who Make A Difference.”

MERCY HIGH SCHOOL

Mercy High School, a Catholic College Preparatory School immersed in the tradition of the Sisters of Mercy, educates and inspires young women of diverse backgrounds to lead and serve with compassion. Our work embodies the Critical Concerns of the Sisters of Mercy and the values of *Human Dignity, Mercy, Justice, Service, and Option for the Poor*.

Mercy High School commits to a climate and culture that are deeply rooted in

- Academic Excellence
- Collaboration
- Diversity
- Innovation
- Integrity
- Leadership
- Respect
- Sustainability

Mercy High School is a racially, ethnically, and economically diverse student body of approximately 600 young women. Our commitment to diversity, equity and inclusion is reflected in our policies, curriculum, and extracurricular activities which align to the Sisters of Mercy Critical Concerns; Racism, Immigration, Women’s Issues, Care for the Earth and Non-Violence.

POSITION DESCRIPTION

Media Support Specialist & Building Substitute

Mercy High School seeks a dynamic, adaptable, and relationship-focused **Media Support Specialist & Building Substitute** to support the daily operation of our school community. This unique position serves as supporting the McAuley Academic Center (MAC), providing basic instructional technology assistance, and helping students and faculty succeed throughout the school day - as well as supporting staff as a Mercy Building Substitute Teacher when needed.

No two days in this position are the same. The ideal candidate enjoys variety, thrives in a fast-paced environment, adapts quickly to changing priorities, and is confident stepping into new situations while building positive relationships with students and colleagues.

ESSENTIAL RESPONSIBILITIES

McAuley Academic Center (MAC) Support

- Support the daily operation of the McAuley Academic Center by creating a welcoming, organized, and student-centered learning environment.
- Supervise students utilizing the MAC, promoting appropriate behavior and providing academic support during study periods and independent work time.
- Staff the circulation desk by checking materials in and out, assisting students and faculty, and maintaining accurate circulation records.
- Assist students and teachers in locating and accessing print and digital learning resources.
- Operate media center equipment, printers, copiers, laminators, and other instructional resources.

Technology & Faculty Support

- Provide first-level technology support for students and staff by troubleshooting basic iPad, printing, and classroom technology issues, referring more complex concerns to the Technology Department.
- Assist faculty with instructional support services, including copy requests, laminating, and classroom material preparation.
- Demonstrate confidence using educational technology and quickly learn new software applications as needed.

Building Substitute Teacher as Needed

- Serve as a Mercy High School Building Substitute Teacher, providing classroom coverage across all academic disciplines as daily staffing needs arise.
- Seamlessly transition into classrooms on short notice while maintaining continuity of instruction through teacher lesson plans.
- Take attendance using the school's student information system and utilize the school's learning management platform to support daily instruction.
- Facilitate teacher-prepared lessons by presenting digital materials, playing instructional videos, guiding classroom activities, and assisting students with assigned work.
- Maintain a positive, respectful, and productive classroom environment consistent with Mercy's expectations for student behavior.



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Build positive relationships with students while exercising sound judgment, professionalism, and flexibility.

The successful candidate will be someone who:

- Enjoys working with high school students and building meaningful relationships.
- Remains calm, organized, and positive when plans change.
- Is comfortable with technology and enjoys solving everyday problems.
- Takes initiative and looks for ways to support students, faculty, and the broader school community.
- Appreciates that every day brings new opportunities to make a difference in the lives of students.

QUALIFICATIONS

- Associate's or bachelor's degree preferred.
- Experience working with adolescents in a school or educational setting preferred.
- Demonstrated ability to confidently lead a classroom while maintaining a positive and productive learning environment.
- Working knowledge of educational technology, including Google Workspace and Apple tools, learning management systems, iPads, printers, presentation technology, and basic troubleshooting.
- Strong organizational skills with the ability to prioritize multiple responsibilities in a fast-paced environment.
- Excellent interpersonal, communication, and relationship-building skills.
- Self-directed, dependable, and comfortable working independently with minimal supervision.
- Demonstrated flexibility, initiative, and the ability to adapt quickly to changing assignments throughout the school day.
- Commitment to maintaining confidentiality, exercising professional judgment, and supporting the mission and Catholic identity of Mercy High School.

Applicants should visibly demonstrate a willingness to expand their knowledge and skills by participating in professional development opportunities in all areas, including Diversity, Equity and Inclusion, attending a Protecting God's Children workshop, and completing a background check.

Please send resume for immediate consideration to Mary Vallone, Assistant to the Principal at: mvallone@mhsmi.org.

Mercy High School is an Equal Opportunity Employer and considers all applicants for employment equally regardless of age, color, national origin, race, sex, disability status, protected veteran status, or any other characteristic protected by law. Because of its status as a religious entity the school may consider an applicant's religious affiliation in its employment decisions consistent with State and Federal law.